# 600.446/646 – CIS II – Mentors Report

Dear CIS II Mentor,

First, thank you for mentoring a CIS II project this year. This course provides a great educational experience for the students, and also can produce useful research results. Its success depends greatly on the project mentors, and I hope that your experience this year has been productive both for you and for the students.

As part of our grading process this year, I am encouraging project mentors to provide some input. You all should have been granted access to the course web site and to the individual project(s) that you are mentoring. Go to

<https://ciis.lcsr.jhu.edu/dokuwiki/doku.php?id=courses%3A446%3A2016%3Aprojects>

You will be asked to log in by clicking the login link in the upper right. You can then follow the link to your specific project. Contact either me (rht@jhu.edu) or the TA (Yixuan Wu, ywu115@jhu.edu) if you have problems.

We would really appreciate it if you can answer a few questions. Either edit the form and email it to me and Yixuan, with a file name like “Project xxx mentors report.docx” or just sent an email with a similar subject line.

Finally, note that the annual final exam / poster session will be Friday, May 6 from 9 AM until about 1 PM. It will start with a poster teaser session in Hackerman B17 and will then move to the Hackerman B08 labs and the Mock OR for posters and demos. I very much hope that you can attend. Also, the project reports are due on the day of the poster session, but the students have been told that you need an opportunity to review the reports before then. Also, **we will need your comments to us by noon on May 6**, the day of the poster session, since we will be using them to help us with our evaluation of the projects.

Russ Taylor

PS: An electronic copy of this word file may be found on the CIS 2 Wiki page at

<https://ciis.lcsr.jhu.edu/dokuwiki/doku.php?id=courses:446>

Our contact information is below:

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## Questionnaire – Project xxxxx

### Overall project and progress

* Were you satisfied with the overall technical progress made in the course of the semester?
* Was the total accomplishment appropriate for the number and level (undergrad/graduate) of students on the project?
* Will the results be useful to you in the future?
* Do you see a prospect for patents or publication to result?

### Work products

* Is the project documentation adequate?
* If the project involves source code, is the code well-structured and usable by others?
* **Important:** Are the project documentation, programs, and data preserved in a place readily accessible and identified in the project Wiki pages?

### Report (which the students should have shared with you)

* Does the project report accurately reflect the scope and accomplishment of the project?
* Were you given an adequate opportunity to review the report?
* Does the report and its appendices, together with the web site, provide sufficient information that subsequent groups can make effective use of the project results?
* Does the report include clear links to project documentation, programs, and data?

### Web site

* Does the web site reflect the scope and accomplishment of the project?
* Do you wish the web site to remain password protected after May 30? If so, for how long?

### Management

* Were the students fully engaged in the project?
* How often did they meet with you? Was this enough?
* Were the “deliverables” and “dependencies” realistic?
* Was the plan realistic? Were unmet dependencies approached in an effective manner?

### Other comments or suggestions

* Do you have any other comments or suggestions, either about the specific project or about the overall structure of the course for next year.